



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 535-1265 OR (408) 294-9337 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

New City Hall, 200 East Santa Clara Street
4:00 p.m. City Council Chambers October 5, 2006

ORDER OF BUSINESS

ROLL CALL

Present: Commissioners Busse, Giovannetti, Hightower, Louie and Brill
Absent: None

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only
 - a. Hiring Summary – Memorandum from Human Resources Department dated September 27, 2006, listing complaints about hiring issues and a summary of hiring activity for the period July 2, 2006, through August 26, 2006, was filed.

2. Human Resources Report dated September 27, 2006, listing the following amendments to the classification plan was filed.
 - a. Revisions/Retitles of Class Specifications
 1. Public Safety Dispatcher I (FT) (8515) to Public Safety Communications Specialist (FT) (8515)
 2. Public Safety Dispatcher I (PT) (8535) to Public Safety Communications Specialist (PT) (8535)
 3. Public Safety Dispatcher II (FT) (8514) to Public Safety Radio Dispatcher (FT) (8514)
 4. Public Safety Dispatcher II (PT) (8534) to Public Safety Radio Dispatcher (PT) (8534)
3. Minutes of August 29, 2006, were approved.
Minutes of August 31, 2006, were approved.
Minutes of September 7, 2006 (4:00 p.m.), were approved.
Minutes of September 7, 2006 (6:30 p.m.), were approved.

END OF CONSENT CALENDAR

4. Hearings to be scheduled:
 - a. The appeal of salary reduction of Dean Zeisbrich, Associate Construction Inspector (3771) was scheduled for November 27, 2006 at 6:30 p.m. Hearing of September 11, 2006 canceled. Written time waiver filed. Hearing Officer Hightower advised both parties to participate in a prehearing conference with her one week prior to discuss witnesses and exhibits. (Hutchins/Lee)
 - b. The appeal of demotion of Phil McGinnis, Senior Environmental Inspector (5223) was scheduled for November 16, 2006 at 6:30 p.m. Deferred from September 7, 2006. Written time waiver filed. Hearing Officer Hightower advised both parties to participate in a prehearing conference with her one week prior to discuss witnesses and exhibits. (Hopper/McGinnis)
 - c. The appeal of salary reduction of Winifred Allison, Parking and Traffic Control Officer (2451) was deferred to November 2, 2006. Written time waiver filed. (Nishigaya/Pope)
 - d. The appeal of Moses Serrano, Senior Maintenance Worker (3115) was scheduled for November 6, 2006 at 6:00 p.m. Written time waiver filed. Hearing of October 2, 2006 canceled. Hearing Officer Hightower advised both parties to participate in a prehearing conference with her one week prior to discuss witnesses and exhibits. (Nishigaya/Pope)
5. Margaret Licon's e-mail dated September 26, 2006 requesting a rehearing of her appeal. The Commission stated that the Findings and Decisions report was finalized on October 5, 2006 and that the appellant has 15 days to submit a petition for rehearing. This item was deferred to November 2, 2006.

6. David S. Wall's request for an investigation of the Environmental Services Department in regards to the position of Senior Environmental Inspector was deferred to November 2, 2006. Chair Brill requested that the Human Resources Department provide a report on the results of their investigation before the Commission discusses the matter.
7. Discussion regarding upcoming City Council Salary Setting Commission appointments effective January 1, 2006. The deadline for applications was extended to November 1, 2006; the Commission will consider applications at the November 2, 2006 regular meeting and will determine which applicants to interview; and will set a date in December to conduct interviews. Chair Brill noted that the Commission will pick another date other than December 7, due to a conflict after the December meeting.
8. Status report from Human Resources Department regarding the implementation of the Subcommittee's recommendations based on the investigation into the City's possible violation of City Policy Manual Section 4.01 relating to probationary periods within the Information Technology Department. Human Resources Deputy Director Arlene Gibbs stated that staff had discussion with the Employment Oversight Committee and the Office of Employee Relations to make changes to the City's probationary work period policy to include a "no fault" reason for release from probationary work. Ms. Gibbs noted that the Human Resources Department is working on draft language on the policy and Commissioner Hightower requested that a copy of the draft language be given to the Commission for review.
9. Quarterly verbal report of the Employment Oversight Committee (EOC). Human Resources Deputy Director Arlene Gibbs noted that the EOC discussed the language changes to the City's probationary work period policy as well as discussion on increasing the amount of external recruitment for non entry level positions in the City.

ORAL PETITIONS

There were none.

ADJOURNED at 4:27 p.m. to October 24, 2006 at 6:30 p.m. in Room W242 to hear the appeal of Michael Brady, Electrician (3153). (Hutchins/Brady)